

2025-04-04

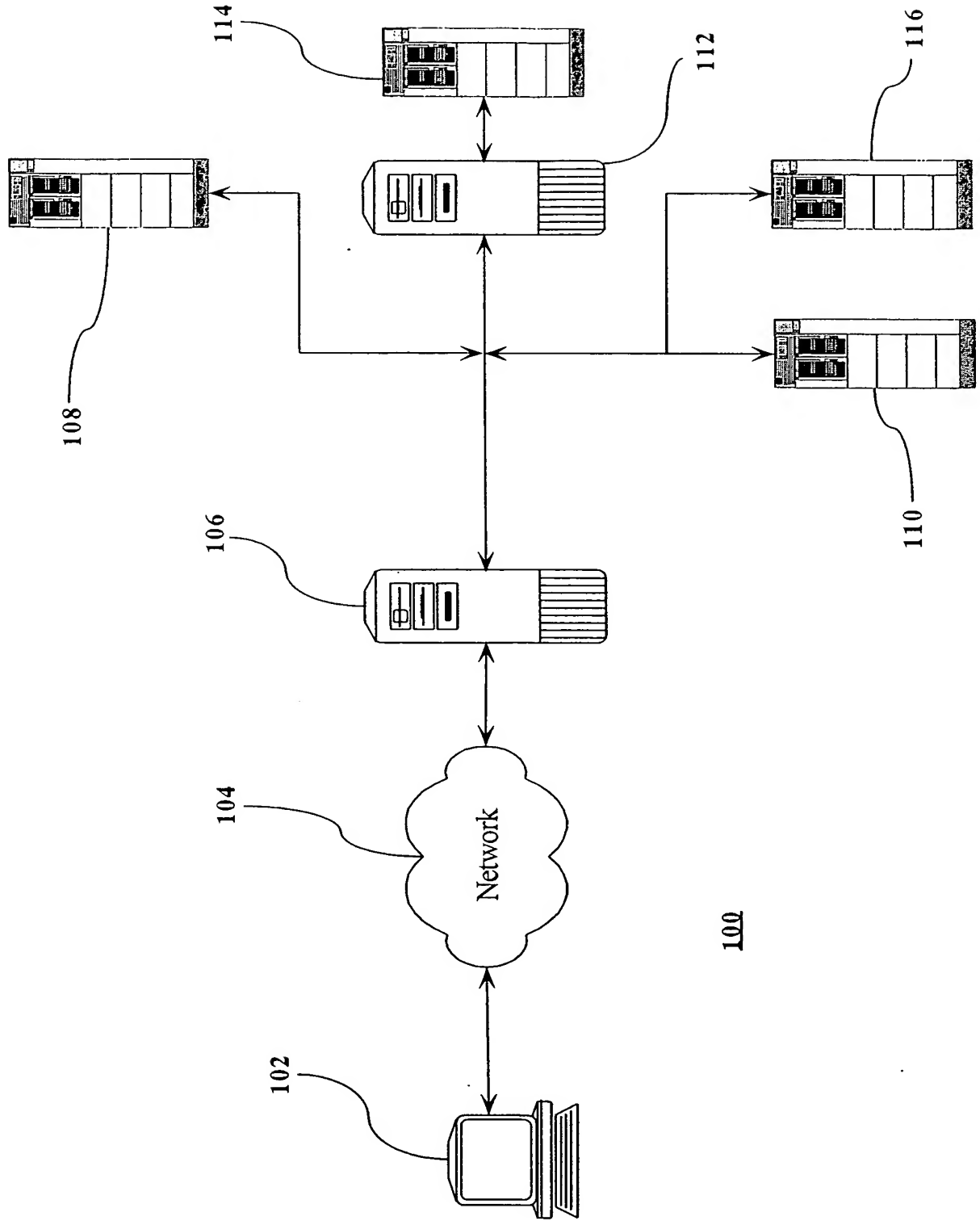


Figure 1

Asset Management > Assets > Transfer > Choices

Transfer and Disposal choices:

- ☐ In
- ☐ Out
- ☐ To Employee
- ☐ To Warehouse/Disposal Coordinator
- ☒ Dispose
- ☐ Scrap
- ☐ Loss
- ☐ Donation
- ☐ Export to
- ☐ Sale to Employee
- ☐ Sale to 3rd Party
- ☐ Return to WIP
- ☐ Trade In

Next >

Verify as
NOT Found

Verify as
Found

Transfer/Dispose

Update

My employees' assets
Add asset(s) to my asset list

Delegation

My Delegates

People for Whom I am a Delegate

Reporting

Help

Screen: Dispose

Fig. 2

Standard Page Banner

Finance Portal > Web-Enabled Applications > e-Asset Management Tool (e-AMT)

← Web-Enabled Applications

e-AMT

Capital Requests and Tracking

- Home / News
- Requests
- Reporting
- Profile
- Help

Asset Management

- Home / News
- Search Assets
- My Assets
- Assets for which I am a D
- Assets on Surplus
- Advanced
- Respond to Asset Management
- Work with asset transfer
- Me as Owner
- Me as Delealee
- Me as Originator
- Verify assets in Inventory
- My assets
- My employees' assets
- Add asset(s) to my asset
- Delegation
- My Delegates
- People for Whom I am a
- Recording
- Help

Asset Management > Assets > Dispose > Donation

* Required Fields

Machine Type Serial #	Owner Serial #	Dept Using	Dept Charged	* Hazardous Materials?
XXXX-XXXXXXX	XXXXXXX	XXXXXXXXXX	XXXXXXXXXX	X
				X
				X

* Provide justification for disposal. The justification provided applies to all assets identified in the listing above

Submit

< Cancel

Reset Fields

Screen: Donation

Fig. 3

Standard Page Banner

Finance Portal > Web-Enabled Applications > e-Asset Management Tool (e-AMT)

<--Web-Enabled Applications

e-AMT

Capital Requests and Tracking

Home / News

Requests

Reporting

Profile

Help

Asset Management

Home / News

Search Assets

My Assets

Assets for which I am a D

Assets on Surplus

Advanced

Respond to Asset Management

Work with asset transfer

Me as Owner

Me as Delegate

Me as Originator

Verify assets in Inventory

My assets

My employees' assets

Add asset(s) to my asset

Delegation

My Delegates

People for Whom I am a

Reporting

Help

Asset Management > Assets > Dispose > Export to

* Required Fields

Machine Type	Owner Serial #	Dept Using	Dept Charged	* Hazardous Materials?
XXXX-XXXXXX	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	NO
				NO
				NO

* Export To Country

M

ICA #

Amount Billed

Case #

* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

Submit Cancel Reset Fields

Screen: Export to

Fig. 4

Standard Page Banner

Finance Portal > Web-Enabled Applications > e-Asset Management Tool (e-AMT)

Capital Requests and Track

Home / News

Requests

Reporting

Profile

Help

Asset Management

Home / News

Search Assets

My Assets

Assets for which I am a

Assets on Surplus

Advanced

Respond to Asset Management

Work with asset transfer

Me as Owner

Me as Delegate

Me as Observer

Verify assets in Inventory

My assets

My employees' assets

Add asset(s) to my asset

Delegation

My Delegates

People for Whom I am a

Reporting

Help

e-AMT

Asset Management > Assets > Dispose > Loss

* Required Fields

Machine Type	Owner Serial #	Dept Using	Dept Charged
- Serial #	xxxx-xxxxxx	xxxxxxxxxx	xxxxxxxxxx
xxxx-xxxxxx			

Was the appropriate security team notified of the loss?

Security Incident Report #

Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

Submit

Cancel

Reset Fields

Screen: Loss

Fig. 5

Standard Page Banner

Finance Portal > Web-Enabled Applications > e-Asset Management Tool (e-AMT)

<--Web-Enabled Applications

e-AMT

Capital Requests and Tracking

Home / News

Requests

Reporting

Profile

Help

Asset Management

Home / News

Search Assets

My Assets

Assets for which I am a LI

Assets on Surplus

Advanced

Respond to Asset Management

Work with asset transfer

Me as Owner

Me as Delegate

Me as Originator

Verify assets in Inventory

My assets

My employees' assets

Add asset(s) to my asset

Delegation

My Delegates

People for Whom I am a Delegate

Reporting

Help

Asset Management > Assets > Dispose > Return to WIP

* Required Fields

Machine Type Serial #	Owner Serial #	Dept Using	Dept Charged	* Hazardous Materials?
xxxx-xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	NO
				NO
				NO

* WIP Project #

* WIP SubProject #

* WIP Account #

If you need assistance regarding these fields,
please contact your local accounting office.

* Provide justification for disposal. The justification provided applies to all
assets identified in the listing above.

Submit

Cancel

Reset Fields

Screen: Return to WIP

Fig. 6

Standard Page Banner

Finance Portal > Web-Enabled Applications > e-Asset Management Tool (e-AMT)

<--Web-Enabled Applications

e-AMT

Capital Requests and Tracking

- Home / News
- Request
- Reporting
- Profile
- Help

Asset Management

- Home / News
- Search Assets
- My Assets
- Assets for which I am a Delegator
- Assets on Surplus
- Advanced
- Respond to Asset Management
- Work with asset transfer
- Me as Owner
- Me as Delegate
- Me as Originator
- Verify assets in Inventory
- My assets
- My employees' assets
- Add assets to my asset
- Delegation
- My Delegates
- People for Whom I am a Delegator
- Reporting
- Help

Asset Management > Assets > Dispose > Sale to Employee

* Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged	* Hazardous Materials?
XXXX-XXXXXX	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	NO
				NO
				NO

* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

Submit

Cancel

Reset Fields

Screen: Sale to Employee

Fig 7

Standard Page Banner

Finance Portal > Web-Enabled Applications > e-Asset Management Tool (e-AMT)

<--Web-Enabled Applications

e-AMT

Capital Requests and Tracking

- Home / News
- Requests
- Reporting
- Profile
- Help

Asset Management

- Home / News
- Search Assets
- My Assets
- Assets for which I am a Delegator
- Assets on Surplus
- Advanced
- Respond to Asset Management
- Work with asset transfer
- Me as Owner
- Me as Delegate
- Me as Originator
- Verify assets in Inventory
- My assets
- My employees' assets
- Add asset(s) to my asset
- Delegation
- My Delegates
- People for Whom I am a Delegator
- Reporting
- Help

Asset Management > Assets > Dispose > Sale to 3rd Party

* Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using xxxxxxx	Dept Charged xxxxxxx	* Hazardous Materials?
xxxx-xxxxxx	xxxxxx	xxxxxxx	xxxxxxx	NO
				NO
				NO

* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

Submit

<<Cancel

Reset Fields

Screen: Sale to 3rd Party

Fig. 8

Standard Page Banner

Finance Portal > Web-Enabled Applications > e-Asset Management Tool (e-AMT)

- <---Web-Enabled Applications
- e-AMT**
- Capital Requests and Tracking
- Home / News
 - Requests
 - Reporting
 - Profile
 - Help
- Asset Management
- Home / News
 - Search Assets
 - My Assets
 - Assets for which I am a Delegate
 - Assets on Surplus
 - Advanced
 - Respond to Asset Management
 - Work with asset transfer
 - Me as Owner
 - Me as Delegate
 - Me as Originator
 - Verify assets in Inventory
 - My assets
 - My employees' assets
 - Add asset(s) to my asset
 - Delegation
 - My Delegates
 - People for Whom I am a Delegate
 - Reporting
 - Help

Asset Management > Assets > Dispose > Scrap

* Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged	* Hazardous Materials?	* Condition
XXXX-XXXXXXX	XXXXXXX	XXXXXXXXXX	XXXXXXXXXX	NO	1
				NO	2
				NO	3

* All assets identified with Condition "3" must have been advertised for 30 days prior to disposal. Have these assets been advertised for 30 days? ☐

* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

Submit <<Cancel Reset Fields

Screen: Scrap

Fig. 9

Standard Page Banner

Finance Portal > Web-Enabled Applications > e-Asset Management Tool (e-AMT)

- <---Web-Enabled Applications
- e-AMT**
- Capital Requests and Tracking
- Home / News
 - Requests
 - Reporting
 - Profile
 - Help
- Asset Management
- Home / News
 - Search Assets
 - My Assets
 - Assets for which I am a Delegate
 - Assets on Surplus
 - Advanced
 - Respond to Asset Management
 - Work with asset transfer
 - Me as Owner
 - Me as Delegate
 - Me as Originator
 - Verify assets in Inventory
 - My assets
 - My employees' assets
 - Add asset(s) to my asset
 - Delegation
 - My Delegates
 - People for Whom I am a Delegate
 - Reporting
 - Help

Asset Management > Assets > Dispose > Trade In

* Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged	* Hazardous Materials?
XXXX-XXXXXXX	XXXXXXX	XXXXXXXXXX	XXXXXXXXXX	NO
				NO
				NO

* WIP Project # If you need assistance regarding these fields, please contact your local accounting office.

* WIP SubProject #

* WIP Account #

* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

Submit <<Cancel Reset Fields

TRADE IN Fig. 10

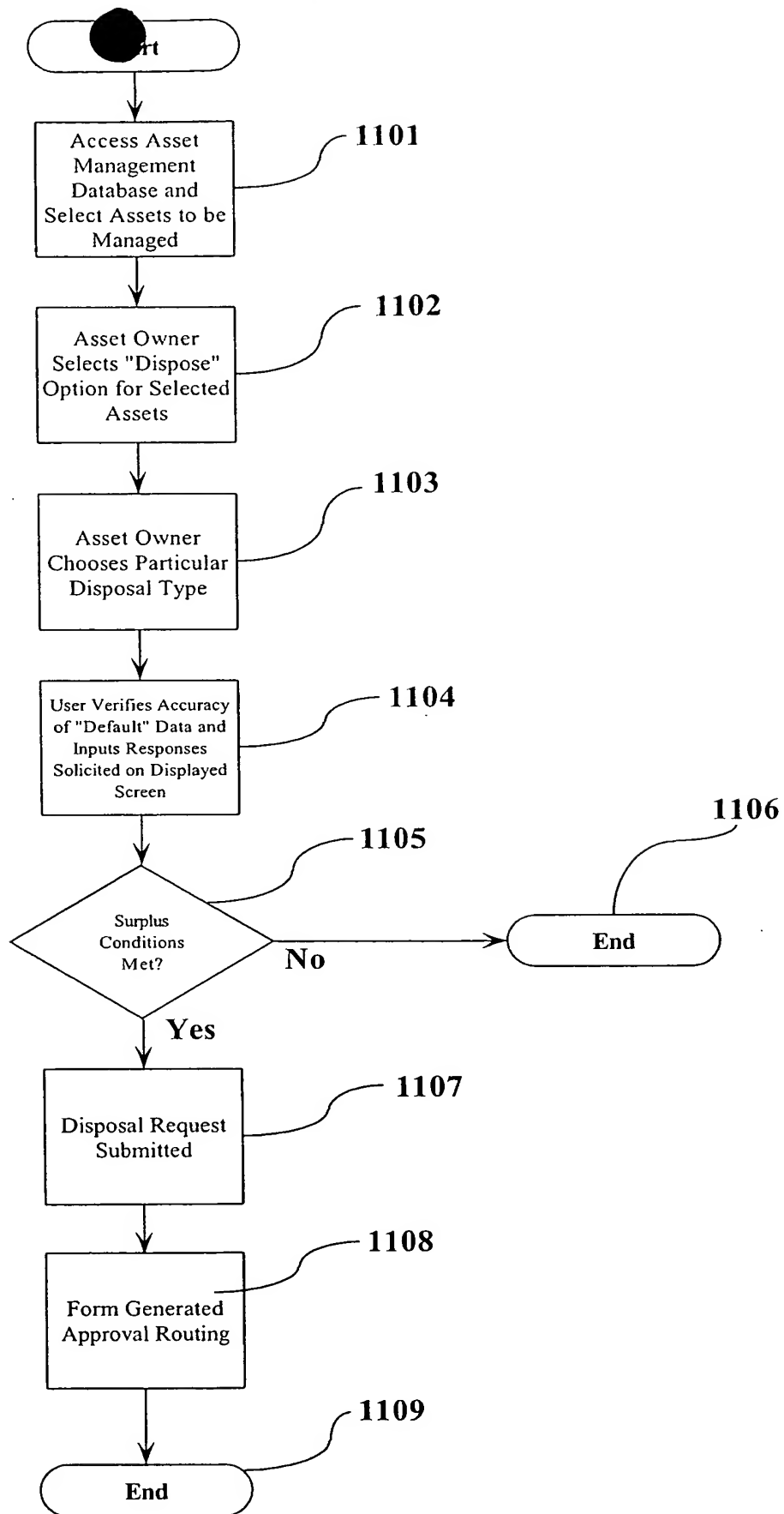


FIGURE 11